



Kansas Department of Health and Environment

Long Term Care Program

FACT SHEET

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PLEASE ROUTE THIS *Fact Sheet* TO NURSING STAFF AND OTHER INTERESTED PARTIES IN YOUR FACILITY. THIS PUBLICATION MAY BE COPIED OR ACCESSED THROUGH THE INTERNET ADDRESS ABOVE.

The Long Term Care Program Fact Sheet is a newsletter published by the Kansas Department of Health and Environment and sent quarterly to all nursing facilities, long term care units in hospitals, critical access hospitals, intermediate care facilities for the mentally retarded and nursing facilities for mental health. This newsletter provides important up-to-date information concerning the nursing facility industry.

Submission and Retention of Architectural Drawings

The Bureau of Health Facilities will be moving to a new location the first week in August. It has been decided that the bureau will no longer retain architectural drawings of facilities for more than five years. Facilities will have the opportunity to obtain facility drawings currently on file in the bureau. To obtain the drawings for facilities constructed prior to 1995, an authorized person such as the administrator and/or owner, must complete the drawing request form included in this issue of the *Fact Sheet*. It is recommended that facilities complete the first portion of the form and mail the form to this office. The time and date the drawings will be picked up must be indicated on the form. Lyle Adams, Environmental Specialist will have the drawings available for a pick up in Suite 1001, 900 SW Jackson between the hours of 8:00 A.M. and 4:30 P.M. on any day state offices are open. Architectural drawings for buildings constructed prior to 1995 and not picked up by July 1, 2001 will be discarded. If you need further information, please contact Mr. Adams at 785-296-1247.

The *Fact Sheet* is published by the Kansas Department of Health and Environment.

Bill Graves, Governor
Clyde Graeber, Secretary
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New Environmental Specialist

Lyle Adams began working as the environmental specialist for the bureau in October. As an environmental and maintenance supervisor in nursing facilities, Lyle has a good working knowledge of the regulations.

Individuals who are considering remodeling existing facilities or building a health care facility should contact Lyle. He can provide guidance on the regulations for all health care facilities licensed by the bureau including hospitals and adult care homes. All architectural drawings required by regulation should be sent to Lyle. The bureau is unable to “approve” architectural drawings as no one on staff is a licensed architect. However, staff can provide suggestions and recommendations when asked. Questions related to sanitation in kitchens and other food services areas should be directed to Sandra Dickison, RD. Sandra can be reached at 785-296-1245.

Recently, several groups have failed to notify the department about a site inspection. There are specific regulations for sites of health care facilities. The department must be notified of the need for a site inspection at least 30 days *prior* to the expected date construction is to begin.

Adult Care Home regulations require that the department be notified 30 days prior to expected date when the architect estimates that 50% of the construction will be completed and again within 30 days when all construction will be completed. A staff person will contact the facility to ensure that all construction is complete and that a full environmental inspection can be conducted. In order to conduct the environmental inspection, the building must be ready to accept residents or patients. Plumbing and electrical systems including required resident call systems must be functional. It is important that the regulations found in KAR 28-39-145a Licensure are followed to avoid delays in approval of new and/or remodeled facilities.

Please remember that the State Fire Marshal’s Office has responsibilities related to the fire protection and suppression systems in health care facilities. It is very important that individuals planning to build new facilities or remodel existing facilities contact the Fire Marshal’s office during the planning stage.

Question Raised at Recent Infection Control Workshop

An attendee at the recent infection control workshop held in Hutchinson asked the following question. Can the barrels for soiled laundry be taken into a resident’s bedroom?

The discussion prior to this question related to the handling of soiled linen. CDC Isolation Guidelines state that linen soiled with blood, body fluids, secretions, and excretions shall be handled, transported, and processed in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and avoids transfer of microorganisms to other residents and the environment. Linens should be handled as little as possible. Good practice dictates that soiled linen and personal laundry be placed in a container as close to the area of use as is possible. Therefore, in most instances a laundry barrel could be taken into the resident’s bedroom, soiled linen placed in the barrel and the barrel taken to the next room. The barrels must be washed and disinfected daily, and anytime that the outside of the barrel is contaminated. If isolation precautions are in place, it would not be an acceptable practice to take the barrel into the resident’s bedroom and return it to the hallway. Soiled linen and personal laundry of a resident could be placed in a bag and if wet into an impervious bag and taken immediately to the soiled utility room or to a barrel outside the room. The issue is that linen is handled as little as possible and the procedures used in a facility protects both the employee and the resident.

CREDENTIALING UPDATE

NURSE AIDE BRIDGE COURSE FOR PHYSICAL THERAPISTS ASSISTANTS (PTA) AND OCCUPATIONAL THERAPY ASSISTANTS (OTA)

The first PTA/OTA nurse aide bridge course was presented in July of 2000. The course included 12 hours of didactic instruction and 12 hours of clinical experience. Students enrolled in the bridge course must complete the course requirements including demonstrating all of the activities on the nurse aide skills competency checklist and successfully pass the state nurse aide examination. The course was designed to build on the competencies achieved in the PTA/OTA curriculum with additional training specific to the duties of a nurse aide. As of March, four bridge courses have been offered with a 95% pass rate. Twenty individuals completed the course and can now be employed in nursing facilities.

CONTINUING EDUCATION LONG-TERM SPONSORSHIP PROGRAM

Two years ago, Health Occupations Credentialing implemented a sponsorship program for continuing education programs. Significant growth in this program occurred this past year. The number of participating sponsors has more than doubled, (now 18) and the number of programs offered has more than tripled, reaching 60 percent more speech-language pathology, audiology, adult care home administrators and dietitian licensees. The primary benefit to the sponsor is a reduction in both time and paperwork involved in approving individual programs. In addition, licensees know in advance that these programs will count toward their continuing education requirement for license renewal. Licensees simply list the sponsorship approval information on their continuing education transcript at the time of renewal. The sponsors do not have to submit an application for "Prior Approval" three weeks prior to the date of each program they present. For more information on the sponsorship program, please contact Dolores Staab at 785-296-6796 or dstaab@kdhe.state.ks.us.

LICENSE RENEWAL STREAMLINED

After March 15, 2001, subsequent approvals for continuing education programs will be reviewed only if a licensee application for renewal is selected for an audit. *Licensees are no longer required to seek subsequent approval of continuing education programs.* All continuing (CE) education documents must be maintained by the licensee. If their renewal is selected for audit, the licensee will need to submit the documents. Licensees should be familiar with CE requirements for their license. CE content must meet regulatory standards. The regulations specifying CE requirements for dietitians, adult care home administrators, speech-language pathologists and audiologists* are available on the web at www.kdhe.state.ks.us/hoc. The Board of Adult Care Home Administrators adopted this policy with the understanding that licensees will sign the following attestation statement on the renewal form:

By signing this application, I affirm that I have completed the continuing education required by regulation (KAR 28-38-23). I understand that an audit will be conducted of a percentage of all applications, and should my application be subject to audit, I will provide all documentation as requested. I understand that my license will not be renewed until all required documentation is reviewed and approved. I also know that falsifying any of this documentation may result in disciplinary action against my license.

A similar attestation will be used for dietitians, speech-language pathologists and audiologists. It is believed that this change will promote efficiency and self-responsibility. If you have any questions about the change in procedures, call Dolores Staab at 785-296-6796 or email dstaab@kdhe.state.ks.us.

(* Pending approval by the Speech-Language Pathology and Audiology Advisory Board.)

NEW WEB-BASED CMA-UPDATE COURSE

Johnson County Community College has developed the first computerized on-line medication aide update course to be offered in Kansas. KDHE approved the course in February, 2001. The course can be accessed on or off campus, at the convenience of the student. There are no scheduled on-campus meetings, and all course materials will be available through WebCT. Please contact Karen Glessner at (913) 469-8500, ext. 4772, or e-mail kgless@jccc.net for enrollment information and hardware/software requirements.

ANNUAL EMPLOYMENT VERIFICATION

The annual employment verification process is used to meet the federal and state employment requirements for nurse aides (CNA). When the facility reports a nurse aide as being employed by the facility, the nurse aide's record is updated for two (2) years on the Kansas Nurse Aide Registry (KNAR). An aide could be reported as being employed by several facilities in a one year period. Because of updates to the current information management system, employment can be tracked even if there are multiple employers reporting. CNA must be active without prohibitions on the KNAR to be employed in an adult care home. Certification is permanent; eligibility for employment is not. If a nurse aide has not performed nursing or nursing-related tasks in 24 consecutive months, the eligibility or "active status" lapses. Reactivating eligibility for employment may be accomplished by sending in an individual notarized employment verification, or, the nurse aide must be tested again for competence in the basic required skills. A "Skills Competency Checklist" must be administered by a Registered Nurse. The

Registered Nurse must determine that the nurse aide is competent in performing the tasks on the list. The form must be notarized and submitted to HOC by the RN or facility in which the skills were verified. Once the form is received, the nurse aides record on the KNAR is updated for two years.

During 2000, over 29,000 of the 30,448 “active” nurse aides were verified. Slightly more than 70 percent of facilities/agencies submitted these required reports. An additional feature of the new data management system is that we can now cumulate both employment verification reports and those employers inquiring on a nurse aide’s record. This can be useful for the employer should they need to get confirmation of a past KNAR inquiry. A replacement confirmation letter can be generated, with the original contact date documented. (This process will not update the nurse aide’s record in the KNAR.)

The Criminal Background Check Request Form provides another opportunity to report employment. Signing and dating the bottom portion of the form will update the CNA in the KNAR for two years. It is important to note that the signature confirms that the aide has worked at least 8 hours in the facility.

CRIMINAL BACKGROUND CHECKS (CBC)

1997 legislation restricts administrators and operators of adult care homes and home health agencies from employing persons who have a recorded conviction of certain crimes. This prohibition became effective July 1, 1998. Nearly 90,000 employees or potential employees have been screened by KDHE and the Kansas Bureau of Investigation (KBI). Four hundred and twenty (420) prohibition of employment notices have been issued.

To access information about the CBC program, log onto www.kdhe.state.ks.us/hoc and click on “criminal background check resources.”

NURSE AIDE TRAINEE II (NAT II)

Persons employed while in a nurse aide training and competency evaluation program are allowed *one, four-month* trainee II (NAT II) period. The employer must have a copy of a successfully completed “Skills Competency Checklist” signed by a registered nurse placed in the NAT II’s personnel record. The one-time employment period as a NAT II ends four months after the first day of the course. Retaking the course or not successfully completing the required state test does not extend this period. Employers should call the KNAR prior to hiring a NAT II to assure eligibility.

Nurse aides from another state may submit an Interstate Application for reciprocity with Kansas. Once the application is approved and the applicant is scheduled to take the Kansas test, the *one, four-month* NAT II period applies. In this case, the clock begins with the approval date of the application for reciprocity. The employer must have a copy of the “Notice to Test” letter on record. Again, if this person has applied for reciprocity before or does not successfully complete the required state test before the conclusion of the four-month trainee II period, continued employment as an NAT II is prohibited. There can be a problem when nurse aides from other states apply for Kansas reciprocity and they do not begin working as soon as expected, the NAT II period of employment period may expire before they are notified that they have passed the test. Please keep this in mind when considering out-of-state nurse aides. A NAT II may only perform duties for which they have been determined to be competent. They must be supervised by a licensed nurse who is on duty in the facility. Nurse aides and medication aides may not supervise a trainee II.

Resources for Quality Care

Two new videos have been added to the Kansas Public Health and Environment Information Library located at Kansas State. “Keeping Nursing Facility Residents Safe”. 9:05 minutes. Training manual.

This video and training manual provides a strategy for prevention of abuse, mistreatment, and neglect in a long term care setting. It is designed to be used by staff development or inservice coordinators for the orientation and in service education of all staff. The information in the video would be applicable to all long term care facilities. Catalog number = DA6940

This video was purchased by the Kansas Department on Aging.

The point of contact for KPHEIL is Chris Ponte at KSU (cponte@oz.oznet.ksu.edu). In order to keep costs low, orders are accepted only via e-mail, US Mail, and FAX.

A limited number of hard copies of the catalog are available. The catalog can be accessed through the KDHE web site: <http://www.kdhe.state.ks.us/library/listing.html>. By using your browser you can search for specific key words and titles. The only cost to the facility is return postage. The library also has a large number of pamphlets and other health information resources available which can be downloaded in a PDF file. The address for printed health information is <http://kdhe.state.ks.us/health-info/>.

The Kansas Department on Aging has a resource center containing newsletters, books, magazines, videos, and program manuals. Some of the printed material can only be accessed on site.

There are over 200 videos in the library. Subjects include Parkinson's Disease, Alzheimer's Disease, care giving, stroke, mental health, end of life and exercises for older adults. A number of the videos have training manuals which could be used for inservice education. Books and videos may be checked out by contacting the department at 785-296-4986 or at 1-800-432-3535. For those requesting a video, it can be picked up or will be mailed one week prior to the date requested for viewing. The video must be returned within 7 days after the use date. All materials are monitored and tracked to ensure return. The department can be contacted for a list for a catalog and order form.

At the recent falls prevention workshops, staff from Life Care Centers shared a list of internet sites which could be useful for staff in long term care. The sites are listed below.

Exercise program using classical music and movements to increase flexibility, strength and balance.

www.members.aol.com/lehners1/index.html

Avoiding slips, trips and broken hips in the older adult.

www.preventhomefalls.gov.uk

Nursing assistant resources - education

www.senior-fitness.com

Medication line for elderly r/t interactions

www.mbnet.mb.ca/cm/health/mile.htm

Falls and hip fracture among older adults

www.cdc.gov/ncipc/factsheets/falls.htm

Why older adults are at risk for medication problems

<http://ohioline.ag.ohio-state.edu/ss-fact/0127.html>

Online resource library for those interested in gerontology

www.geriaticinstitute.com

American Geriatric Society

www.american geriatri cs.org/education/forum/index

www.restraintfree.com

The Health Care Financing Administration has an internet newsletter on restraint reduction. Many of the issues include information on preventing falls without the use of physical restraints.

[Http://www.hcfa.gov/publications/newsletters/restraint](http://www.hcfa.gov/publications/newsletters/restraint)

ANE ISSUE STATISTICS 12/1/00 to 2/29/01
Hotline Calls Assigned for Investigation

ANE Investigations

Total 448

Dec 129

Care Issues Investigated

Total 348

Dec 112

*Licensure Category	Correction Orders			
	2000 Quarters			
	1 st	2 nd	3 rd	4 th
Inadequate social services				2
Inadequate care plans/comprehensive assessments				6
Inadequate activity plan				2
Inadequate or inappropriate hygiene and skin care	2	6	3	2
Inadequate or unqualified staffing	4	1	2	5
Inappropriate or unauthorized use of restraints	0	2	0	0
Unsafe medication administration or storage	2	9	2	5
Inadequate nursing services other skin care	2	1	2	4
Inadequate or inappropriate asepsis technique	0	0	1	0
Inadequate or inappropriate dietary/nutritional services	6	1	1	5
Unsafe storage or hazardous or toxic substances	1	0	0	0
Resident right violations	7	5	0	1
General sanitation and safety	3	1	1	4
Inadequate accounting of funds				2
Inadequate administration				3
Other:			0	0
ANE issues			7	8
Inappropriate admissions			2	3
Resident Functional Capacity Screen			4	2
Negotiated Service Agreement			9	4
Health Care Services			6	4
Inadequate Emergency Preparedness				3
Inadequate rehabilitation services	1	0	0	0
Civil Penalties	0	1	3	2
Correction Orders	11	17	19	19
Bans on Admission	4	10	9	8

*A correction order or civil penalty may consist of multiple issues summarized within the licensure categories above.

FEDERAL REMEDIES -CATEGORIES 2 & 3 - 2000 Quarters				
	1st	2nd	3rd	4th
Civil Monetary Penalties Recommended	18	4	10	9
Denial of Payment for New Admissions Imposed	27	21	31	25
Terminations	0	0	1	0
NOTC	33	20	31	41